



Commercial Insurance Underwriting Assistant Community Association Insurance Solutions, LLC

Community Association Insurance Solutions, LLC is a nationally licensed Commercial Insurance Wholesaler and Program Administrator specializing in helping Homeowners' Associations (HOAs), Condominiums (Condos), Townhomes and Planned Unit Developments (PUDs) along with offering various insurance solutions.

Job Description:

The position of Commercial Insurance Underwriting Assistant will specialize in assisting the underwriting department in the placement of all lines of coverage for Condominiums and HOA's. This position includes work on in-house programs specific to Condominiums and HOA's.

This position is located both remotely and at the company headquarters in El Dorado Hills, CA, and will be directly responsible for the following:

- Review coverage applications for completeness, compliance and adherence to both in-house programs and our carrier's underwriting guides.
- Proactively solicit policy renewals 90 days in advance.
- Prepare and deliver insurance proposal to sub-agents.
- Facilitate bind orders in a timely manner.
- Provide and maintain excellent customer service standards. Respond timely to questions from agents or brokers.
- Build and maintain rapport with the internal underwriting team, agents, brokers and insurance carriers.

Education, Skills and Experience:

- Minimum 1 years' experience as a commercial insurance underwriting assistant servicing small to medium size accounts
- 4-year college degree preferred but not required
- Property & Casualty insurance license preferred but not required
- Knowledge of coverage and regulatory issues in underwriting
- Attention to detail- must demonstrate accuracy and thoroughness with high volume transactions
- Ability to monitor own work to ensure quality while maintaining internal policy processing metrics
- Ability to multi-task, effectively prioritize and adapt quickly with minimal supervision.
- Excellent Customer Service skills
- Strong team player with excellent listening, interpersonal, facilitation, written, oral and communication skills.
- Proven problem resolution and analytical skills
- Ability to identify and resolve problems independently according to established procedures
- Computer experience – Salesforce and/or comparable agency management system, Microsoft Office Suite, and ability to learn new and complex computer applications



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Company Information:

Community Association Insurance Solutions (CAIS), home of MGALive.com, is a Commercial Insurance Wholesaler and Program Administrator specializing in helping Homeowners' Associations (HOAs), Condominiums (Condos), Townhomes and Planned Unit Developments (PUDs). Since we started in 1999, CAIS has focused on providing insurance solutions for Community Associations. We developed MGALive.com because we are experienced retailers, and we understand there's a lack of product availability to meet the needs of community associations. We make things easy! CAIS is committed to simple and easy-to-use services via our website MGALive.com, enabling online quotes, binding and issuance for all our products. CAIS caters exclusively as a Managing General Agent (MGA) to community associations, and we've developed the products available on MGALive.com. With MGALive.com agents get quick access to quotes and can have policies bound and sent within minutes.

Learn more at <https://www.caislive.com/about-us>.

Benefits Offered:

- Competitive salary
- Corporate level benefits (80% paid medical, dental, vision and GAP medical) as well as Healthcare FSA, Dependent Care FSA, and 401K with match, and employer sponsored LTD, 1xSalary Life Insurance, and AD&D policy.

Company Culture:

- Relaxed office environment with music
- Coffee (Keurig and Nespresso machines) along with creamer provided to staff
- Lounge/ Kitchen and patio area for breaks and lunches
- Company events for the staff throughout the year
- Hybrid work environment